



SPaG and Handwriting Policy

October 2018
Review October 2020

Why do we teach?

A high-quality education in English will teach pupils to speak and write fluently so that they can communicate their ideas and emotions to others and through their reading and listening, others can communicate with them. Through reading in particular, pupils have a chance to develop culturally, emotionally, intellectually, socially and spiritually. Literature, especially, plays a key role in such development. Reading also enables pupils both to acquire knowledge and to build on what they already know. All the skills of language are essential to participating fully as a member of society.

What do we teach?

The programmes of study for writing at key stage 2 are

- transcription (spelling and handwriting).
- composition (articulating ideas and structuring them in speech and writing).

Writing down ideas fluently depends on effective transcription. That is, on spelling quickly and accurately through knowing the relationship between sounds and letters (phonics) and understanding the morphology (word structure) and orthography (spelling structure) of words.

How do we teach?

Children focus and study a particular spelling pattern over a one week period and then are tested. Alongside this, children learn the statutory word lists set out in the National Curriculum for their year group and are tested on a termly basis. Effective composition involves forming, articulating and communicating ideas, and then organising them coherently for a reader. This requires clarity, awareness of the audience, purpose and context, and an increasingly wide knowledge of vocabulary and grammar. A variety of text types are covered at Brook House across the year groups in order to give children a good understanding of the above. At Brook House, teachers ensure that opportunities to enhance pupils' vocabulary arise naturally from their reading and writing. As vocabulary increases, teachers show pupils how to understand the relationships between words, how to understand nuances in meaning, and how to develop their understanding of, and ability to use, figurative language.

Pupils are taught to use Standard English and the vocabulary they need to discuss their reading, writing and spoken language. It is important that pupils learn the correct grammatical terms in English and that these terms are integrated within teaching. They are taught to use the elements of spelling, grammar, punctuation. This is done through grammar sessions across the week, which are linked in with the text type that is being covered during the main, daily English session. Teachers will take every opportunity to

highlight the spelling, grammar or punctuation focus, whether that be during a book study session or even a different curriculum subject throughout the week.

Writing also depends on fluent, legible and, eventually, speedy handwriting. At Brook House we follow a semi-cursive programme of study. Pupils use pencils until they earn their pen license when their teacher decides that their handwriting is of a high enough standard.

How do we measure progress?

Children are assessed against the National Curriculum using our school tracking system. Grammar assessments are completed at least termly across all year groups to ensure progress is monitored. As well as formal assessment, children are regularly given verbal and written feedback on their use of SPaG within writing lessons, 'Wicked Work' assemblies and on displays throughout school.

Roles and Responsibilities

The role and responsibilities of the subject leader

- To support and guide the classroom practice of teachers and support staff
- To ensure coverage, continuity and progression in planning
- To monitor and evaluate the effectiveness of English teaching and learning
- To update documentation where necessary
- To provide parents with information about English teaching and learning
- To produce action plans
- To liaise and consult with outside agencies where appropriate
- To review regularly the contribution made by English to a meaningful curriculum